

**MINUTES OF THE
INDUSTRIAL DEVELOPMENT BOARD
OF THE CITY OF OAK RIDGE**

May 4, 2015

A regular meeting of the Industrial Development Board of the City of Oak Ridge, Tennessee, convened at 4:00 p.m. on May 4, 2015 in the Training Room of the Municipal Building. David Wilson; Chairman, called the meeting to order.

ROLL CALL

The following members were present: Richard Chinn, Chris Johnson, Dave Mason, Harold Trapp, Phillip Yager, and David Wilson

The following members were absent: Louise Dunlap, Hal Osucha, and Buzz Patrick

Also present were: Doug Colclasure, Oak Ridge Citizen; Mark Watson, City Manager; Ken Krushenski, Oak Ridge City Attorney; Ellen Smith, City Council; Steve Jones, City of Oak Ridge; Nikki Bradley, ORUD; Tommy Thompson, Roane County IDB; Wade Creswell, Roane Alliance/Roane County IDB; Ren Berry, Roane County Commission; and Jennifer Johnson, Executive Administrative Assistant to the IDB.

APPROVAL OF THE AGENDA

Mr. Wilson amended the agenda adding under New Business – b. Independent Contractor. Mr. Mason made a motion to approve the amended agenda. Mr. Yager second the motion. The motion carried unanimously.

APPROVAL OF THE MINUTES

April 6, 2015 – Mr. Mason made a motion to approve April 6, 2015 meeting minutes. Mr. Trapp second the motion. The motion carried unanimously.

TREASURER'S REPORT

Ms. Johnson reported the balance in the general fund is \$168,530.41. Interest income accrued for the general fund and the money market accounts total \$172.88. Payments made were for landscaping, utilities, quarterly rent at ORCC, and administrative support. All account reconciliation reports have been reviewed and initialed. The certificate of deposit of that matured was collected and deposited by Mr. Wilson into the TN Bank general fund. This transaction will appear on May's financial report.

Mr. Trapp made a motion to approve the financial report given. Mr. Yager seconded the motion. The motion carried unanimously.

PROSPECT ACTIVITY REPORT

Mr. Hardy was absent but sent his report to Mr. Wilson. Mr. Hardy is taking a team of 5 to visit RECON to meet with retail, restaurant, hotel and developer prospects. Almost finishing publication of demographics, traffic counts, etc. for existing shopping centers and developable sites. Also, seeking appointments with real estate representatives of existing retailers. Prospect activity – non Main Street activity is strong in both restaurant and retailer. 5 active prospects in the pipeline now.

Mr. Jones reported prospect activity has picked up in the past couple weeks. He has responded to 5 RFP's from the State. Still working 3-4 good ones. A couple prospects are looking at Site 5 at Horizon Center. There has been so co-locator activity associated with CVMR. 3 companies are interested in adjoining sites at Horizon Center.

Mr. Evans was absent. Mr. Watson reported on his behalf. There was an announcement about the hotel that's coming. The City is in collaboration with them as far as branding and will be meeting with them during their site evaluation. In regards to the mall project, everything is still a go. The City has been in communication with the engineers and contractors on demolition preparation. The June 15-30th time frame for full closures and for start of demolition prior to.

Mr. Johnson asked Mr. Watson if the \$500,000 of IDB funds that were committed to the Main Street project was expected at closing or advanced as needed. Mr. Watson responded that amount will be funneled through the IDB including the City's portion of that.

ATTORNEY REPORT

Mr. Krushenski reported activity is picking up with CVMR moving here and the Main Street project moving forward. Bethel Valley counter offer was accepted and that last lot has been sold.

EXECUTIVE ADMIN. REPORT

Ms. Johnson reported her basic monthly activities to the Board. Prepared the Board's monthly meeting packets and finance reports. Gathered available information for possible TVA pre-application submittal. Prepared agenda for Land Use Committee meeting and attended. Delivered approved minutes and attendance log to City Clerk's office, updated City and IDB webpages with approved minutes, prepared monthly checks for invoices received, prepared letter for Reno Landscape for landscape design per Board action, prepared letter requesting cash management plans from local financial institutions, met with Mr. Yager and Knoxville Internet for backup training for the IDB website, made appropriate changes/updates to the website, sent a request to the City IT group to add the ORIDB website link to the IDB City webpage for more audience coverage, worked on gathering more pertinent information for IDB Horizon Park page, made arrangements with CTB for pickup of matured CD for deposit into general fund until instructions from Finance Committee to move funds, referred a potential prospect to Mr. Jones, prepared April IDB meeting agenda and draft of March minutes. Mr. Mason made a motion to approve Ms. Johnson's report. Mr. Yager second the motion. The motion carried unanimously.

COMMITTEE REPORTS

- a. Finance Committee – Mr. Johnson reported the Finance Committee will be meeting this month to finalize the 2015-2016 draft budget for presentation at June's meeting. Letters of request for a cash management plan went out to local financial institutions with minimal response. Ms. Johnson will follow up with the institutions that haven't responded yet.
- b. Land Use Committee –
 1. Spring Upgrades for Horizon Center –
 - a. Electrical Maintenance – Repairs/Upgrades
Mr. Chinn reported he followed up with Diversified Electric regarding replacing the light fixtures at Horizon Center. He recommends to go with LED fixtures. The lights last longer and the cost for maintenance and utilities will cost be less in the long run. Mr. Chinn made the motion to authorize Diversified Electric to replace 14 light fixtures at Horizon Center at the cost up to \$3880.00. Mr. Mason second the motion. The motion passed unanimously.

b. Property Surveys – Land Clearing of Lots 5 & 6

Mr. Mason reported that he met with McGrew Engineering regarding the surveys at both lots. Mr. McGrew gave a quote of \$16,895.00 to do the survey of area 5. His quote for survey of the east boundary of area 6 was \$6,760.00. At this time, the Land Use Committee is not going to recommend to do these surveys until the proposed land swap with DOE gets resolved and there are funds available to do these surveys.

- c. Ridge Realty Marketing Report – Mr. Asher was absent.
- d. Special Projects Committee – Ms. Johnson reported that she will be working with Mr. Yager on updating the front page of the IDB website.
- e. Spec Building Committee – No report.
- f. Policies and Procedures Committee – No Report.

OLD BUSINESS

- a. Bethel Valley Lot – Per Mr. Krushenski this lot has been sold.

NEW BUSINESS

a. Absenteeism Letters

Mr. Wilson reiterated the City's policy for absenteeism and presented the Board with Mr. Patrick's letter regarding his absence from the regular meetings. Mr. Chinn made a motion to accept Mr. Patrick's absence letter. Mr. Trapp second the motion to accept. The motion passed unanimously.

b. Independent Contractor

Mr. Wilson reported Ms. Johnson has turned in her resignation letter and plans to work with the IDB until June 15th. This gives Mr. Wilson time to interview for her position and for Ms. Johnson to train the new admin of her duties. He asked the Board to give him the authority to hire a new admin and offer a salary of no more than \$30,000 a year. Mr. Mason made the motion to give Mr. Wilson the authority to hire a new admin with a salary not to exceed \$30,000 a year. Mr. Trapp second the motion. The motion passed unanimously.

ADJOURN

Mr. Trapp made a motion to adjourn the meeting. Mr. Johnson second the motion. The motion carried unanimously.

The meeting adjourned at 5:01 p.m.

APPROVED BY THE INDUSTRIAL DEVELOPMENT BOARD

June 1, 2015



Chris Johnson
Secretary/Treasurer